



Department of Public Works
Administration
CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS

Ghassan Korban
Commissioner of Public Works

Preston D. Cole
Director of Operations

**MAJOR DEPARTMENT WORK RULE – USE OF ALCOHOL OR CONTROLLED SUBSTANCES,
NON-CDL HOLDERS**

ISSUE DATE: FEBRUARY 10, 2012

EFFECTIVE DATE: FEBRUARY 20, 2012

DPW employees shall not report work “under the influence” of alcoholic beverages or controlled substances of any kind. DPW employees shall not drink alcoholic beverages or take non-prescribed controlled substances during work hours.

“Under the influence” is defined as any diminished ability to work, drive, or operate machinery/equipment in a safe, efficient and effective manner due to the use of any substance.

DPW employees who drive City vehicles or operate power equipment are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch period or break, paid or unpaid.

The possession of alcoholic beverages or non-prescribed controlled substances in City vehicles or at the work site is prohibited.

* The first violation of this rule will result in a ten day suspension and a formal referral to the City’s Employee Assistance Program.

* The second violation of this rule will result in discharge.

NOTE: There may be some extraordinary circumstances where a first violation would result in discharge (including but not limited to, possessing and selling controlled substances). The consequences for testing positive for the presence of drugs or alcohol shall be consistent with Title 49, Code of Federal Regulations, Part 382. The testing result uniformity between the CDL and Non-CDL policies does not negate the prohibition against consuming prohibited substances during work hours.

This rule reflects the department’s concern for a safe work place and a productive work force and has been in place since December 9, 1983.

It each employee’s responsibility to comply with this work rule. If assistance in dealing with use of substances that impact your ability to work is required employees may contact the Employee Assistance Coordinator at (414) 286-3145.

NOTE: This document is intended as a “guideline” as to how the Non CDL Drug Testing policy will be administered. It is acknowledged that many cases will be unique as to employees, facts, documentation and timeframes, etc. Therefore, management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case basis. In addition, management reserves the right to make changes to these guidelines as needed. Every attempt will be made to notify employees in advance of any changes to these guidelines.

Non_CD_L Drug Testing Policy_2_8_12

Room 501, Frank P. Zeidler Municipal Building, 841 N. Broadway, Milwaukee, Wisconsin 53202-3681
Voice: 414-286-3307, Cell: 414-708-6982, Fax: 414-286-0403
Internet Email: dan.thomas@milwaukee.gov